

2 April 1971

13 APR 1971  
Mr. Coffey:

Ref your questions about where Mr. Karamessines' personal car and Colonel White's official car will be parked Logistics says they are spelled out in an attachment to the memo.

\*\*\*\*\*

Re this subject Logistics would like permission for a truck to come in for a 2-hour period on Tuesday, 6 April, to unload some pipe.

How much dirt to put on cars?  
How much mess when?

Miriam

Tell them mess must be  
controlled

71-1152

Bldg 1110  
1 APR 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Use of Space Near the Ceiling in the Director's  
Garage for Air-Conditioning Equipment

REFERENCE : Memo dtd 10 Mar 71 to D/L fm DD/S, same subject

1. This memorandum is in response to your request for notification of construction work in the Director's garage.

2. [REDACTED]

[REDACTED] will commence work in the Director's garage on 12 April 1971 to install the air handler part of the air-conditioning system. This work will extend through the end of the contract, 31 May 1971, because several of the building trades involved (structural steel, carpenters, bricklayers, electricians, and plumbers) will have to work end-to-end rather than simultaneously. The contractor has agreed to begin at 0900 hours each day and cease work at 1600 hours.

3. Coordination of this work has been made with appropriate personnel in the Central Reference Service, Office of Security, General Services Administration's (GSA) Buildings Manager's office, and GSA Region 3. Unless otherwise advised, we will proceed based on authority granted in the reference.

[REDACTED]  
John F. Blake  
Director of Logistics

OL 1 1749

SECRET

FILE

Bldg + Gr 10

DD/S 71-0796

10 MAR 1971

MEMORANDUM FOR: Director of Logistics

SUBJECT : Use of Space Near the Ceiling in the Director's  
Garage for Air-Conditioning Equipment

1. This will confirm oral advice that, in lieu of sending a memorandum, the placement of the air handler for the new CRS Computer Center was discussed with Colonel White on 25 February. Colonel White, after looking at the drawings, indicated that he had no difficulty with the preferred solution placement in the garage over parking spaces 15 and 16. He did state, however, that he wished to inform the Director closer to the actual date that the work in the garage would actually begin. Colonel White asked that we give him approximately one week's lead time before work begins to ensure that the word gets to the Director.

2. Please consider this as authority to proceed with the installation of the air handler in the garage as proposed. Please also let us know at least a week before the work is actually to begin so that we can comply with Colonel White's wishes regarding notification to the Director.

(signed) John W. Coffey

John W. Coffey  
Deputy Director  
for Support

cc: D/S

Atts: Proposed Memo for ExDir (DD/S 71-0323) w/atts

DD/S:JWC:lhc (9 March 1971)

Distribution:

- O - Addressee w/O DD/S 71-0323 w/atts- BY HAND
- 1 - DD/S Chrono w/o att
- 1 - DD/S Subject w/xcy Proposed Memo for ExDir (DD/S 71-0323) w/atts
- 1 - D/S w/o att

DD/S 71-0323

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Use of Space Near the Ceiling in the Director's  
Garage for Air-Conditioning Equipment

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 6.

2. The Central Reference Service has received approval to plan for the preparation of space for a computer center in the Headquarters Building in a ground floor area over the Director's garage. Part of the supplemental air conditioning for the project would require a special air handler to provide fresh air for personnel and humidification for computer equipment. Cooling for the equipment would be provided by fan coil units located in the computer center. The air handler should be placed outside the computer center, since its placement inside the center would reduce the usable area by about six percent. The most feasible location for the air handler is beneath the computer center in the Director's garage. The air handler, which will be relatively quiet in operation, would be on an enclosed platform, the bottom of which would be eight feet or more above the garage floor. The platform would have solid, painted walls and a solid floor. In connection with the installation, some chilled water piping and air ducts would also be suspended from the garage ceiling; these will remain exposed after installation. There would be a clear span between columns with no intermediate support for the platform. The platform would be above the last parking bay in the northeast corner of the garage. Parking spaces numbered 15 and 16 are in this area and would continue to be used unimpeded after the construction has been completed.

3. During the approximate four week period for construction of the platform and installation of equipment, it will be necessary to reserve a construction area for the contractor encompassing four parking positions.

Attachment "A" indicates the proposed construction scheme, the total construction area involved, and the present assignment and location of parking places which would have to be temporarily vacated. Attachment "B" shows the location of chilled water piping and air ducts. Attachment "C" indicates the proposed temporary relocation of vehicles involved and the remainder of the garage assignment plan. It is anticipated that construction on this project will begin sometime during the second or third week of March and work in the garage will start soon thereafter, subject to approval being granted to proceed with the space renovation. It is planned to limit working hours in the garage between 0900 and 1600 hours. The driveway will be kept clear at all times.

4. Proposed plans to upgrade RID and OCS computer equipment will not impact upon the existing air supply for people in those computer centers. This requirement for air conditioning in the CRS computer center does not relate to plans for either of the other centers. If additional equipment cooling is required in the proposed RID and OCS computer center modifications, chilled water piping may have to be routed through the garage at the ceiling level at a later time.

5. Mr. Karamessines is aware that he will be asked to park his personal car elsewhere in the garage while construction is underway and no problem is foreseen. Your official car will also have to be parked elsewhere during that time, but I trust this will represent no significant inconvenience to you. The Director's security official car will also be moved, but this should represent no inconvenience to him either.

6. It is recommended that the air handler platform (see Attachment "A", proposed sketch of equipment space) be installed in the garage.

John W. Coffey  
Deputy Director  
for Support

Attachments

SUBJECT: Use of Space Near the Ceiling in the Director's Garage  
for Air-Conditioning Equipment

CONCURRENCE:

\_\_\_\_\_  
R. J. Smith  
Deputy Director for Intelligence

\_\_\_\_\_  
Date

The recommendation contained in paragraph 6 is approved.

\_\_\_\_\_  
L. K. White  
Executive Director-Comptroller

\_\_\_\_\_  
Date

Distribution:

- Orig - OL/RECD w/atts
- 1 - Ex. Dir. -Compt. w/atts
- 1 - ER w/o atts
- 1 - DD/I w/atts
- 2 - DD/S w/atts Chrono. Subject
- 1 - D/CRS/DD/I w/o atts
- 1 - OL/RECD Official w/o atts

Originator: D/L

Rewritten in draft: OL/RECD/HEB/[ ] (11 Feb 71)

Revised: SOS/DD/S: [ ] bbt (16 Feb 71)

TAB

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Apparently 2 bays  
at least affected  
or is it that  
entire side of  
garage? Where  
would we put  
the vacated cars up  
DDP cars?

What least should send only  
one paper

How many spaces  
affected → whole  
side of garage for  
whole 3 weeks?

How soon <sup>can - will</sup> work  
get started?

Why is Tom K on  
this side of garage? Why  
not over on other side?  
(incidental curiosity)

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Use of Space Near the Ceiling in the Director's Garage  
for Air-Conditioning Equipment

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 5.

2. The Central Reference Service, Directorate for Intelligence, has received approval and funds to install a computer center in the Headquarters Building in a ground floor area over the Director's garage. Part of the supplemental air conditioning for the project requires a special airhandler for fresh air and humidification which should be placed outside of the computer center. The most feasible location for the airhandler is beneath the computer center in the Director's garage. The airhandler would be on an enclosed platform, the floor being 8 feet or more above the garage floor. There would be a clear span between columns with no intermediate support for the platform. The platform would be in the last parking bay in the north-east corner of the garage. Parking places numbers 15 and 16 are in this area.

3. When completed the platform would have solid, painted walls extending to the ceiling and a solid floor. The equipment within would be relatively quiet and there would be no interference with the parking below. During the approximate 3-week period for construction of the platform and installation of equipment, it would be necessary to vacate the parking places in the bay. It is planned to limit working hours in the garage between 0900 and 1600 hours. The driveway would be kept clear at all times.

4. If the airhandler may not be placed in the garage, it will be necessary to place it in the computer space and will reduce the usable area by about 6 percent. In either event it will be necessary to install some chilled-water piping and some air ducts near the ceiling in the garage. The same restrictions would prevail on working in the space as mentioned above.

SUBJECT: Use of Space Near the Ceiling in the Director's Garage  
for Air-Conditioning Equipment

5. It is recommended that the airhandler platform (see attached proposed sketch of equipment space) be installed in the garage.

John W. Coffey  
Deputy Director  
for Support

Att

CONCURRENCE:

\_\_\_\_\_  
R. J. Smith  
Deputy Director for Intelligence


\_\_\_\_\_  
Date

The recommendation contained in paragraph 5 is approved.

\_\_\_\_\_  
L. K. White  
Executive Director-Comptroller

\_\_\_\_\_  
Date

Distribution:

Orig - OL/RECD w/att  
1 - Ex. Dir. -Compt. w/att  
1 - ER w/o att  
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✓ 2 - DD/S w/att   
1 - D/CRS/DD/I w/o att  
1 - OL/RECD Official w/o att

TAB



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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)  
Use of Space Near the Ceiling in the Director's Garage  
for Air-Conditioning Equipment

FROM: Director of Logistics  
[ ] Ames Center Building [ ]  
EXTENSION NO. [ ]  
DATE [ ]

TO: (Officer designation, room number, and building) DATE RECEIVED FORWARDED OFFICER'S INITIALS COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support  
[ ] Headquarters

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

OL 1 0407

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Use of Space Near the Ceiling in the Director's Garage  
for Air-Conditioning Equipment

FROM:

Deputy Director for Support

EXTENSION

NO.

☐ Headquarters

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
Deputy Director for Intelligence  
☐ Headquarters

2.

3.  
Executive Director-Comptroller  
☐ Headquarters

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

To 3:

The Director's security official vehicle is in Space 15 and can be moved. Space 16 is currently vacant. The next bay, Spaces 13 and 14, contains Col. White's official vehicle and Mr. Karamessines' private vehicle. It will be necessary to contact the latter and arrange for substitute space during the construction period.

John W. Coffey

12 April  
Contractor will  
start work & be  
around for some weeks  
end of May

STAT

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